

FIG. 1

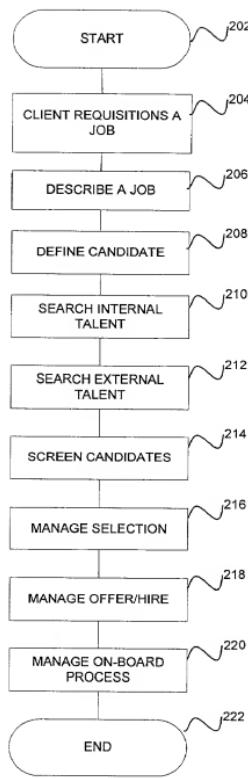
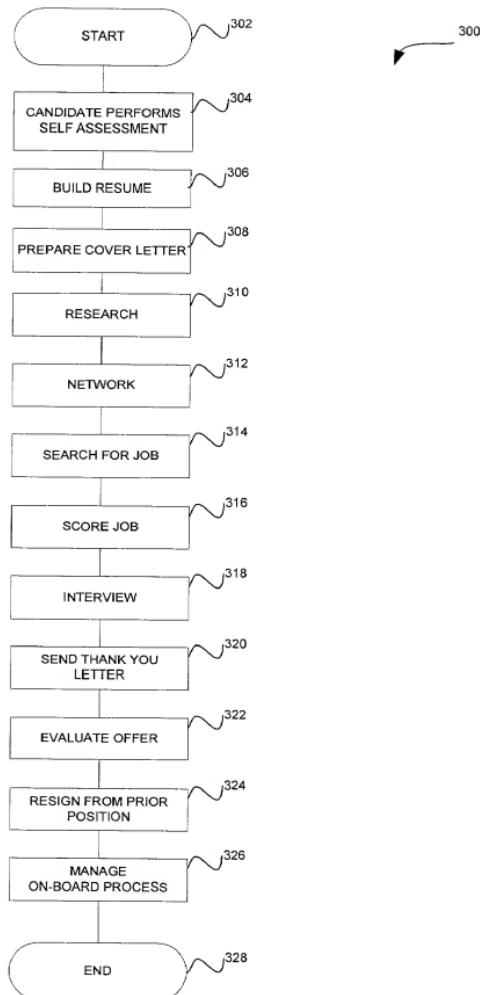


FIG. 2

**FIG. 3**

700290 45456560

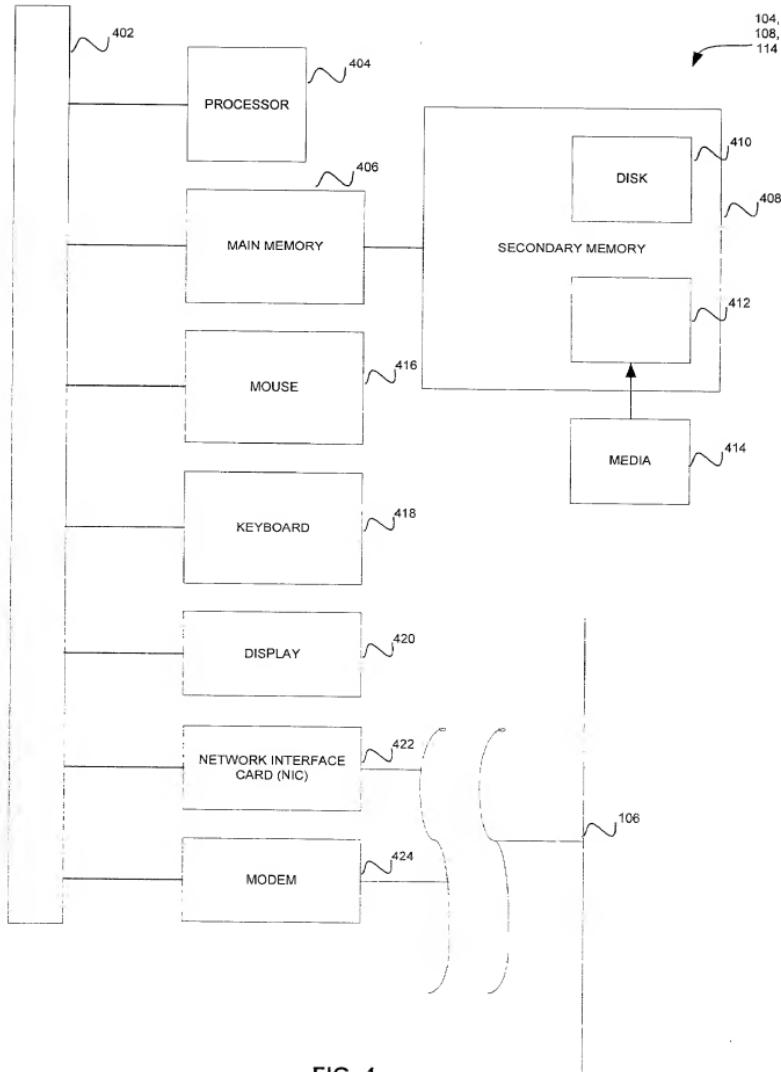


FIG. 4

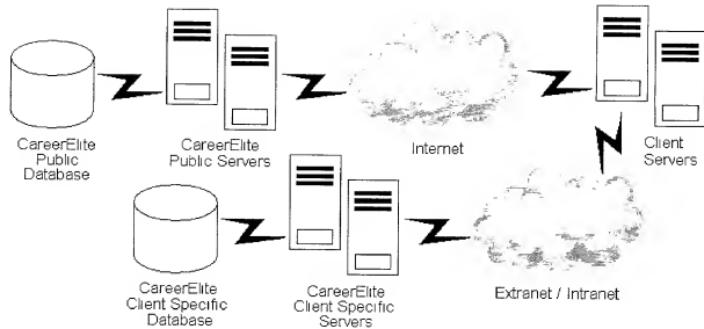


FIG. 5



Prioritize job qualities:

The following factors should help you clarify your job search by prioritizing what is most important to you. They are separated into two categories: compensation factors such as salary and benefits, and subjective factors such as geographic location and career development. Please choose a number from 1-12 or 1-9 in the drop down box next to each factor. It will be helpful to your job search if you can order the factors, assigning each number to only one factor.

Compensation Factors

- 1 Base Salary
- 2 Expected Bonus/Commission
- 3 Company Car/Car Allowance
- 4 Stock Options - Estimated Worth
- 5 Retirement Plan - Yearly Investment from Company
- 6 Child Care Assistance
- 7 Other Compensation
- 8 Gross Signing Bonus
- 9 Health Insurance

Prioritize

Subjective Factors

- 1 Desired Geographic Location
- 2 Job Level
- 3 Size of Company
- 4 Career Path Potential
- 5 Travel Requirements
- 6 Quality of Direct Manager
- 7 Quality of Management Team
- 8 Level Autonomy
- 9 Is the company forward thinking?
- 10 Vacation Time
- 11 Relocation Package
- 12 Quality and Reputation of Company

Prioritize

Continue to Step 2: > Assessment Tool

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Help Topics

	Current Job	Ideal Job			
Salary Compensation Factors					
Base Salary	\$100000	\$0	\$120000	\$0	\$0
Expected Bonus or Commission	\$0	\$0	\$0	\$0	\$0
Gross Signing Bonus	\$0	\$0	\$0	\$0	\$0
Company Car or Car Allowance	\$0	\$0	\$0	\$0	\$0
Child Care Assistance	\$0	\$0	\$0	\$0	\$0
Retirement Plan - Yearly investment from company	\$0	\$0	\$0	\$0	\$0
Stock Options - Estimated worth	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0
Health Insurance	Minimal <input checked="" type="checkbox"/>	Extensive <input checked="" type="checkbox"/>	Extensive <input checked="" type="checkbox"/>	Extensive <input checked="" type="checkbox"/>	Extensive <input checked="" type="checkbox"/>
Total Compensation	\$0	\$0	\$0	\$0	\$0
Qualitative Factors					
Quality and Reputation of Company	Medium <input checked="" type="checkbox"/>	High <input checked="" type="checkbox"/>	High <input checked="" type="checkbox"/>	High <input checked="" type="checkbox"/>	High <input checked="" type="checkbox"/>
Job Level	Current <input checked="" type="checkbox"/>	Step Up <input checked="" type="checkbox"/>			
Company Size	Large <input checked="" type="checkbox"/>				
Career Path Potential	High <input checked="" type="checkbox"/>				
Travel Requirements	0-25% <input checked="" type="checkbox"/>				
Quality Direct Manager	High <input checked="" type="checkbox"/>				
Quality Management Team	High <input checked="" type="checkbox"/>				
Level of Autonomy	High <input checked="" type="checkbox"/>				
Is the company forward thinking?	Yes <input checked="" type="checkbox"/>				
Vacation Time	1 week <input checked="" type="checkbox"/>				
Relocation Package	Full <input checked="" type="checkbox"/>				
Geographic Location	Desirable <input checked="" type="checkbox"/>				

FIG. 7



Post Job Candidate Search

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Job Management

Candidate Search

T.A.P.

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step 3 define ideal candidate



Candidate Search

On-Boarding

Manage Offer/Hire

Manage Selection

Screen Candidates

External Talent

Internal Talent

Define Candidate

Job Description

Job Requisition

talent
acquisition
process

Use this form to help determine some of the important qualities of your ideal candidate and get a customized interview guide! You can also print this page out using your browser's Print button, or right-click your mouse and select "Print" from the drop down menu.

Basic Qualifications

Education:

Years of Relevant Experience:

Industry Background:

Previous Desirable Employers:

Current Job Level:

Geographic:

"Leadership" Needs

Very Important

Important

Less Important

Lead Change:

Develop the Organization:

Utilizes Data / Fact-Based:

Sees the Big Picture /
Thinks Like a General
Manager:

Consistently Delivers
Results:

Specific Skill Needs

Very Important

Important

Less Important

Creativity:

Communication Skills:

Initiative / Follow Through:

Process Oriented:

FIG. 8

Interview Guide

Leadership

Lead Change

"Tell me about a time your job responsibilities within an organization changed dramatically, and the role you played in embracing that change."

SITUATION	<input type="checkbox"/>
ACTION	<input type="checkbox"/>
RESULT	<input type="checkbox"/>

More Experience Needed Demonstrated Skill Strength

"Tell me about a time you identified the need for a step change in an organizational process, and what you did to drive that change."

SITUATION	<input type="checkbox"/>
ACTION	<input type="checkbox"/>
RESULT	<input type="checkbox"/>

More Experience Needed Demonstrated Skill Strength

"Tell me about a time you participated on a task force to drive change within your organization, and what your role was in driving that change."

SITUATION	<input type="checkbox"/>
ACTION	<input type="checkbox"/>
RESULT	<input type="checkbox"/>

More Experience Needed Demonstrated Skill Strength

Develop the Organization

"Tell me about the last direct report you promoted, and what your role was in that person's development."

SITUATION	<input type="checkbox"/>
ACTION	<input type="checkbox"/>
RESULT	<input type="checkbox"/>

More Experience Needed Demonstrated Skill Strength

"Tell me about your role in recruiting and / or training people in your organization."

SITUATION	<input type="checkbox"/>
ACTION	<input type="checkbox"/>



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For Candidates
Job Search
Job Scorecard
12 Step Process
Career Toolbox

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Job Search



All of the jobs you apply for through Careereelite will appear automatically on this tracker, but you can also enter other jobs to help manage your entire job search. We have provided five blank lines for this purpose. To print out this page, right-click your mouse and select "Print" from the drop-down menu.

Date Added	Company Name	Job Title	Contact Name	Contact Info	Resume Submitted	Date Applied
11/27/2000	JOY.COM	Human resources			<input checked="" type="checkbox"/>	11/2
		*Required				
11/27/2000	DCCA.COM	sales and marketing			<input checked="" type="checkbox"/>	11/2
		*Required				
12/05/2000	THEY	Director of HR Benefits			<input checked="" type="checkbox"/>	12/0
		*Required				
06/28/2001					<input type="checkbox"/>	
		*Required				
06/28/2001					<input type="checkbox"/>	
		*Required				
06/28/2001					<input type="checkbox"/>	
		*Required				
06/28/2001					<input type="checkbox"/>	
		*Required				
		Finished				

You're more than halfway through the process! Keep going to find out how to interview effectively and make a smooth transition to your new job.

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FIG. 10

2

Job Search Job Scorecard

12 On-Boarding
11 Resigning
10 Offer Evaluation
9 Thank You Letters
8 Interviewing
7 Job Scorecard
6 Job Search
5 Networking
4 Research
3 Cover Letter
2 Resume Builder
1 Self-Assessment

12 step process

search

More Search Information

Search the job postings using saved search criteria.

Saved Searches:

Industry: Consumer Products - Food Service
 Function: Sales - Direct
 Position:
 Descriptions and Similar Titles

Geographic Location
 To select more than one option, hold down the Ctrl key while you make your selection

City:

State:

Region:

Min. Salary:

Save Search Criteria Name your search:
 Email me future postings that match this criteria.



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FIG. 11